

Woodside At Waters Edge

Violation Correction Policy and Penalty Structure

(Adopted July 30, 2020)

The Board of Directors have determined that there is a need to adopt a Violation Correction Policy and Penalty Structure to govern non-compliance with the covenants and restrictions as well as noncompliance with rules and regulations adopted by the Board.

This policy applies to all Property Owners of the Association that the Board of Directors has determined to be in violation of the Covenants, Conditions and Restrictions. Its purpose is to bring all Property Owners into compliance, using all avenues available to the Board of Directors, including fines and suspension of rights to use Woodside Waters Edge Common Property.

The Board of Directors of Woodside Waters Edge hereby implement the following Violation Correction Policy and Penalty Structure:

- Rule violations are to be reported to the Board of Directors via the Property Manager.
- Rule violations may also be identified by the Board of Directors itself.
- The alleged violation shall be investigated and documented by the Property Manager as soon as possible by a site visit or other appropriate means as determined by the Board upon consultation with the Property Manager and may include direct, non-written, contact with the owner(s) of subject properties.

All documentation including, but not limited to, the nature of the alleged violation (and the controlling CC&R, Bylaw, regulation, etc.), the initial report, photographs, the name(s) of the reporting individual(s), all contacts (both verbal and written) with all persons involved, determination of validity, etc. shall be reduced to writing by the Property Manager and presented to the Board for review and final disposition.

If the Board determines that an actual violation exists the owner(s) shall be so informed and made aware of corrective actions they are to take, including penalties for non-compliance. The reporting individual(s) shall be advised of the Board's decision but not of any penalties imposed. If the report of the violation is found to be without merit, the owner in question as well as the reporting party shall be so advised. All such notices shall be in writing.

The following Penalty Structure applies to the Declaration of Covenants, Conditions and Restrictions and Rules and Regulations including pool rules.

FIRST VIOLATION

If the report of violation is accurate, the Property Manager will, on behalf of the Board of Directors, send out a written first notice (i.e., warning letter) to the Property Owner in violation of the covenants and restrictions or the published rules and regulations. If the violation is correctable, the Property Owner will be given Ten (10) days from the date of the letter to bring the violation into compliance. This initial notice will be sent by email and/or regular mail. If the violation is by a renter, notices will be sent to the Owner. The Property Owner will be notified in this letter that a fine of (\$10.00) ten dollars per day will be imposed if the violation is not corrected within ten (10) days and that it will continue until the violation is corrected.

Exceptions to First Notice Violations:

- Woodside at Waters Edge is a residential community. Leases are allowed but, there is a minimum of a six-month lease. Properties are not allowed to be weekly rentals. The fine for allowing weekly rentals is \$500.00 per weekly occurrence and loss of pool privileges upon First Notice of Violation until corrected. Copies of 6 month or more leases are to be submitted to the Community Association Manager.
- Exterior Alterations and/or Construction on the outside of a residence may not commence and requires an ARC request be submitted to the Community Association Manager. Construction that begins prior to approval will be halted until request is received and approved. The fine is \$25.00 per day upon notification if work is not ceased.

SECOND VIOLATION

If the violation is not corrected within that time frame, a second notice will be sent via email and/or regular mail giving five (5) days from the date of the letter for the violation to be corrected. The Property Owner will be notified in this letter that a fine of (\$10.00) ten dollars per day will be imposed for the violation and if it is not corrected within the five (5) days and that it will continue until the violation is corrected. In addition, the Property Owner's right to use Woodside at Waters Edge amenities, including the clubhouse, fitness room, and swimming pool will be suspended until the violation is corrected.

The Property Owner has the right to request a hearing before the Board to contest a fine. The request for a hearing must be in writing via regular mail or email, directed to the Community Association Manager and received with ten (10) days from the date of the first notice of violation. The Property Owner will be given an opportunity for a hearing within 30 days and no penalty will be imposed until the outcome of that hearing is known.

On the date that fines commence and the rights to use Woodside Waters Edge amenities are suspended, the Community Association Manager will send the Owner a written notification so stating.

Once imposed, fines will continue to accrue, and suspension of the right to use Woodside Waters Edge amenities will continue, until Property Owners contact the Community Association Manager to notify them in writing, via regular mail or email, that the violation has been corrected.

After verification, a written notification will be sent to the Owner advising the effective date that fines have ceased to accrue and Owner rights to use Woodside Waters Edge amenities are reinstated.

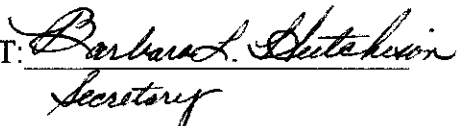
Fines will be collectible in the same manner as any other assessment for common expenses. That is, they shall be paid no later than thirty (30) days after notice of the imposition or assessment of the fines. They shall be treated as an assessment subject to the provisions for the collection of assessments detailed in the Woodside Waters Edge Collection Procedure Resolution.

If payments of the imposed fines go unpaid, a lien will be attached to the property.

In the case of habitual offenders, i.e., those who receive a violation letter, correct the violation, and then repeat the same violation; enforcement will begin with an automatic penalty. The Property Owner will receive written notice of the penalty assessed.

Woodside at Waters Edge Homeowners Association, Inc.

By:  _____, Vice President

ATTEST:  _____
Secretary

Date: 7/30/2020